

7 JUL 1990

CHAPTER 5
APPENDIX A

SAMPLE LETTER FOR A MEMBER SEPARATED UNDER JFTR, PAR. U5125

4650
Office Code
SSN
Date

Mr. John Doe
0000 Street Name
City, State ZIP

Dear Mr. Doe:

I am responding to your letter of (date of letter) requesting an extension of the time limit for travel to your home of record or place from which ordered to active duty incident to your discharge from the U. S. Navy.

The Joint Federal Travel Regulations, which are based on laws enacted by the Congress, state that members who are retired from the Military Services, and certain members who have at least 8 years or more of active duty prior to discharge, are eligible for an extension of the time limit for travel to a home of selection. The information in your letter states that you were discharged in December 1987. If you have documentation to show that you were involuntarily released from active duty with readjustment pay after at least 8 years of active service, or were discharged with readjustment pay after at least 8 years of active duty, please forward a copy of such document to this office.

If you do not meet the requirements stated in the above paragraph, the time limit for travel to your home of record or place from ordered to active duty expires 181 days after the date of your release from active duty. If requiring you to complete travel by the 181st day after release from active duty would impose an undue hardship on you, you may submit your request to the Chief of Naval Personnel (Pers-201), 5820 Navy Road, Millington, TN 38054-5056 and provide justification for an extension of the time limit beyond 181 days after release from active duty.

Sincerely,

NAME
TITLE

Copy to:
CHNAVPERS (Pers-201)
NAVTRANSSUPPCEN NORFOLK VA